



Georgia General Assembly
Intern Manual

PERSONAL CONDUCT

The Georgia General Assembly expects the interns to maintain a high standard of personal conduct and professionalism while serving the Georgia House. Every person and task is necessary for the General Assembly to run as efficiently as possible.

Hours

Daily work hours are from 8:00-5:00pm. You are required to arrive to work on time and not leave until all the duties you are required to do are completed. If you are late please notify your Committee Aide, Administrative Assistant and Intern Coordinator by 7:30a.m. This must be done by phone call- no text or email. If no one picks up the first time you call, leave a message and call back later to make sure everyone is notified of your absence. If you must leave early for any reason, please notify your Committee Aide, Administrative Assistant and Intern Coordinator as soon as possible.

Leave

This is a fulltime internship but you do not receive leave time or sick time while serving the Georgia General Assembly. If you know of a date that you require off please notify the Intern Coordinator to discuss. Session is from the second Monday in January usually till the end of March- if your school Spring Break falls between this time, please know that you do not have this off. Session is still in and you are required to be here.

Classes

The Georgia General Assembly understands that you are all currently students in a college or university in Georgia but we would like to request that you do not take classes that will interfere with your duties during the day as an intern. In the past many interns have taken night classes but any student that has scheduled classes during the day must know that it will affect your placement in an office.

Dress Code

As a minimum standard, dress should be clean, neat and professional. Women should wear suits, dresses, pants, etc. NO tank tops or short skirts/dresses. Men should wear suit and tie.

Non- session days: Men can wear button up or polo with dress pants- no jacket required unless you have a scheduled meeting. Women can wear dressy casual clothing- NO JEANS for all interns.

Email Policy

All interns will receive a House/Senate email account (firstname.lastname@house.ga.gov or firstname.lastname@senate.ga.gov) that is to be used for work use only. This is not to be used for personal use while serving the Georgia General Assembly. Excessive personal use and mass emailing (reply all)

is not permitted. Keep group emails to a minimum and be appropriate with their nature.

Internet Policy

There is internet access on all State computers. Limited private use is permitted as long as it does not interfere with your work. Please do not visit inappropriate sites while on a State computer and refrain from visiting sites like MySpace and Facebook.

Pay

All interns receive a stipend pay of \$300.00 for 40 hours each week. You will receive your pay check each Friday- you must turn in a weekly time sheet to get your check. If you are out of the office on Friday you can come by the Intern Coordinator's office on Monday to pick it up.

Intern Duties

Each House intern is assigned to a House Committee Aide who serves as the right hand person for the Chairmen of standing House Committees. Senate interns are assigned to a Senate committee chairman or a leadership office. Your duty is to assist in the tasks that need to be done to keep the legislative process running smoothly. Below are some of tasks that may be required of you, but are not limited to only what is listed.

- Assist Administrative Assistant in office duties such as: answering phones, delivering notices, making copies and etc.
- Visit Clerk or Secretary of the Senate's office daily to pick up any new legislation assigned to your committees- First Readers, Composite Sheets and Rules Calendar.
- Pick up finished legislation in Legislative Counsel
- Put together folders for committee meetings
- Attend committee meetings and assist Committee Aide in tasks needed during meeting- note taking, handing out information, etc.

Performance Appraisals

During session you will all have Performance Appraisals completed on you by your Committee Aide and/or Administrative Assistant. These will be placed in your file. There will also be another Performance Appraisal completed at the end of session regarding your entire time as an intern for the Georgia General Assembly.

Internship Program Evaluation

There will be a midway evaluation you will need to complete of the internship program and another at the end of session. These evaluations will be used to learn about any areas of the programs that we may need to work on or ones that helped you.

Intern Warning Notice

Failure to comply with any of the above standards will result in an Intern Warning Notice written and placed in your file. Once an Intern Warning Notice has been issued you will have a meeting with the Intern Coordinator and other staff (depending on the issue). If three violations have been placed in your file then your school will be notified and you will be removed from your current placement.

Other areas that an Intern Warning Notice will be issued:

- Receiving a three (3) or less for your overall ranking on your Performance Appraisal.
- Leaving work without notifying your Committee Aide, Administrative Assistant and Intern Coordinator.
- Excessive tardiness
- Lack of respect for staff, constituents and others you may come in contact with.